

Virtual Enterprise International (VE)

John Jay High School

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Job Posting: Virtual Enterprise International (VE) employee

Requirements: We are looking for a professional, organized, team player who is willing to work alongside their coworkers... and go above and beyond for the benefit of the team and the organization.

Course Overview

This course is like no other course you have taken in school before. Virtual Enterprise is a year long simulation on running a business and financing an adult life with the salary that you earn. Your company operates within a simulated economy within which we will sell products and services to other students and virtual businesses throughout the United States and internationally. We will participate in trade shows and competitions, competing for sales as well as a number of performance awards.

Proudly, the companies at John Jay High School have achieved the following:

- \$1,000,000+ in annual sales
- First Place - Business Plan Competition (NYC region)
- Second Place - Sales Pitch Competition
- Silver Award - Best Website
- and more

You as an employee will have the opportunity to interview for jobs within our organization based on your strengths and interests including: chief leadership positions, marketing and sales, accounting and finance, technology, web and graphic design, and human resources. Within these departments, you will delve into the business procedures specific to your role as you attempt to design products and services, procure sales, write contracts, manage costs, configure logistics, report financials, and manage personnel.

Your role, no matter your position in the company will be: **leader, contributor, and communicator.**

Course Credit

This is a full year business elective worth one credit towards high school graduation. In addition, successful completion of the course can earn the VE employee six (6) college credits from SUNY Farmingdale (Two 3-credit courses: E-Commerce and Application of Information Systems... speak to your teacher for details on any related fees). And yes, the credits transfer!

Class Procedures

First week(s): After a brief introduction to the Virtual Enterprise requirements and resources available in the virtual world, you will begin working with your classmates to create your business. You will interview for positions at the executive or middle management level or become an associate with a focus on the content within your department.

All other weeks: Each day, you will come to work (class) and perform your job. Individuals and groups will be assigned tasks with due dates and deadlines to be met.

The teacher: will act as a facilitator/consultant and will meet with individual departments or small groups on a rolling basis to provide advice and guidance to meet quality standards and due dates.

Grading

Attendance and Participation	40%
Production/Written Work	40%
Personal Finance	20%

Participation & Attendance (40%):

This grade will be comprised of:

- a) Your Employee Performance Review
All employees will receive a performance evaluation from their manager. This evaluation will be designed by the class but may include:
 - 1) Effort
 - 2) Integrity
 - 3) Success in completing the tasks required of your position
 - 4) Teamwork
 - 5) Creativity & Contribution to the overall success of the business
 - 6) Timeliness
- b) Teacher Observation

All students are expected to arrive at work/class and start work on time at the start of the period. *Executives/management* will be required to put in hours outside of class on conference calls and planning sessions in order to be prepared to manage their programs and staff.

A major part of establishing and maintaining professionalism is your success at showing up for work on time, all the time. Students will incur a deduction from the participation and attendance grade each time they are late to work.

Personal Finance (20%):

Earning: You will earn a virtual salary, commensurate with your work.

Budgeting: Every student is required to finance a virtual personal life with the salary they receive.

Saving: You will set money aside for your retirement (401k plan).

Spending: Each month, you will be required to do a minimum amount of shopping in the virtual economy as part of your homework.

Written Work (40%):

Throughout the year, students will be given in-class or home assignments to complete business tasks that require writing. These might include:

- Corporate Research & Analysis
- Business Case Studies
- Design Sprints
- The Business Plan
- Personal Reflections
- Personal Tax Returns
- The Annual Report

Students are expected to know the due dates for all projects. Late class assignments will lose 20% per day and will not be accepted after 3 class days or the change of the quarter (whichever is sooner).

Virtual Enterprise International (VEI) projects have a specific published deadline. If your task is not on time for a (VEI) due date, you can't make it up and a zero will be earned.

Tools

As in the real world, EVERY DAY we will use computers each day. You will all have access to the VE Hub, the VE Marketplace, and your personal online bank account. We will rely on the VE Hub as a guide to help us perform our daily tasks and long term projects for trade shows and competitions.

EVERY DAY you will use some of the following to perform your job: Google Classroom, Google Docs, Gmail, Calendar, Meets, Google Sheets (or Excel), Slides (or Powerpoint), Photoshop, online web development tools (like WIX), and any other products appropriate to enhancing creativity and productivity for your business.

Is this the job for you?

We promise you will work hard and have fun doing it.

We promise that this is the class where you apply what you have learned in other classes.

We promise you will get as much out of this class as you invest in it.

We promise the opportunity to win awards and earn 6 college credits for your best work.

If committed to this terrific job opportunity, please sign below:

Student Name (PRINT): _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

A copy of this document can be found on Mr. Wehmann's school web page.